UNE GPACU Guidelines

These Guidelines are in addition to the GPACU Guidelines for Cross Registration found on the GPACU website and the GPACU Cross Registration Application.

For UNE Students:

- Students are required to fill out a Transfer of Course Work form in addition to the GPACU Cross Registration Application for each course. Both forms should be turned into the Registrar's Office at the same time. We will not process the GPACU Application without this supporting documentation.
- We will not approve GPACU applications for export if the course is offered at your UNE home campus. The only exception to this is if you need the course to graduate and the course offered at UNE is full or has a time conflict with another course you need to graduate.
- You must be registered for credits at UNE that are equal to or exceed the number of credits you apply for through GPACU.
- If registering for GPACU courses would place a student over 18 credits, they are not eligible for GPACU. Students can still pursue courses at another institution without going through GPACU by registering and paying for them directly with the other institution. Students would still need to complete the Transfer of Course Work Form in order to have the credits applied to their UNE transfer credits.
- UNE is willing to export students after our add/drop period has closed if the add/drop period at the host institution is still open. Please refer to the individual host institution's academic calendar.
- UNE students are required to obtain their Academic Advisor's signature on the GPACU Application.
- We are not able to approve incomplete forms. Please ensure all fields are entered and all signatures obtained before attempting to turn your form into the Registrar's Office.

All students:

- UNE will not approve GPACU applications for student import after the UNE add/drop period has closed. This is in the best interest of the student and their academic record. Please refer to the UNE Academic Calendar.
- We will not approve the import or export of online courses.
- To withdraw from a course you registered for through GPACU, both institutions must be notified. Please contact the UNE Registrar's Office and inquire on the procedure for withdrawing from a GPACU course.
- Please note that ROTC and Military courses do not fit the GPACU Guidelines.

REGISTRAR'S OFFICE
11 Hills Beach Road (Decary Hall, Room 114) Biddeford, Maine 04005
Phone: (207) 602-2473 Fax: (207) 602-5927
UNERegistrar@une.edu
Website: www.une.edu/registrar

Greater Portland Alliance of Colleges and Universities
Cross Registration Application Guidelines

Purpose of Cross-Registration:

Cross-registration benefits students at Alliance member schools by expanding the number and kinds of courses available to them. Cross-registration supplements the course offerings at each member school, so that students may take courses that would not otherwise be available to them.

Eligibility:

Home Institution

- The student must meet the definition of "matriculated student" at the Home institution (including the cross-registered course).
- Students on formal exchange programs are considered matriculated if they meet the matriculation requirements of their Home institution.
- Be in good academic standing.
- Have approval of appropriate academic authorities at the Home institution.
- Not be a first-semester freshman.
- Meet all other requirements established by the Home institution.

Host Institution

- The student must follow Alliance procedures for cross-registration.
- Enrollment is on a space-available basis.
- The student must meet course prerequisites (or equivalents) set by the Host school.
- The student must gain approval from the appropriate academic authorities, if required by the Host institution.

Courses covered:

All courses are eligible with the following exceptions:

- Non-Credit courses and non-degree program courses.
- Graduate courses.
- Any course offered outside the normal academic year – e.g., summer, inter-session.

Response:

- After receiving your cross registration form(s), your home institution's registrar will process your application and forward it to the host institution for approval.
- In most cases, your home institution's registrar will notify you once the host institution processes your application. However, please check with your home institution registrar to confirm response method.

Tuition and Fees:

- Tuition is paid to your home institution.
- Course fees (for lab and/or materials) are paid to the host institution.
- Host institution service fees may be applicable. Consult with your host institution for further details.

Dropping or Withdrawing from a course:

You may drop or withdraw from a course based on the policy and procedures of your home institution. Consult with your home institution's registrar.

Other Limits:

- Each student is limited to three courses per year and a total of five courses over the period of the student's undergraduate studies.

Calendar Reminders:

- There are academic calendar differences among the GPACU schools.
- Students are expected to meet host institution calendar expectations (*i.e.* holidays and vacation periods may differ but students are expected to be in class at the host institution even if the home institution is not in session).
- Calendar differences may result in a wait of processing grades from the host institution. This may result in a delay in verifying the completion of the graduation requirements. Consult with your home institution's registrar about this.

Greater Portland Alliance of Colleges and Universities
Cross Registration Application Guidelines

STUDENT INFORMATION (to be completed by student)

Last Name:	First Name:	DOB:	Major:
Home Address:		Anticipated Date Of Graduation:	
City/State/Zip:	Phone Number: ( )	SSN:	
E-mail address:		Student ID:	

HOME INSTITUTION (to be completed by student)

☐	Kaplan University	☐	St. Joseph's College
☐	Maine College of Art	☐	University of New England
☐	Southern Maine Community College	☐	University of Southern Maine

COURSE (to be completed by student)

Course Title:

Instructor:				**Course Meeting Time:** (PLEASE FILL IN BELOW)	
Dept. Symbol:	Course Number	Section	Credits	Lecture: Days/Time	Lab: Days/Time

Host Institution:		**Semester:** Fall 20_____ or Spring 20_____	
☐	Kaplan University	☐	St. Joseph's College
☐	Maine College of Art	☐	University of New England
☐	Southern Maine Community College	☐	University of Southern Maine

PREREQUISITES (to be completed by student)

☐ I have met all prerequisites for this course (please list below)

_____

PROCESS (for office use ONLY)

Home Institution Certification:

☐ Matriculated

☐ Non-matriculated employee

☐ Course will be audited

Student meets the following prerequisites as enumerated in the host institution's catalogue:

_____

_____

Approval Signature_____
(Home Registrar) (Date)

Host Institution:

☐ Student registered
☐ Does not have faculty permission
☐ Course not scheduled
☐ Course cancelled
☐ Course oversubscribed
☐ Student registered on contingent basis, subject to completion of the following requirements:

_____

_____

☐ Other (Please Specify)

_____

_____

Home Institution:

☐ Registration is Complete	☐ Course dropped	☐ Withdrawn from course
_____ (Registrar's Initials) (Date)	_____ (Registrar's Initials) (Date)	_____ (Registrar's Initials) (Date)

*** I have read and agree to the guidelines governing the Greater Portland Alliance of Colleges and Universities (available in the Registrar's office at your home institution or online at www.GPACU.org).

Student Signature: _____ DATE:_____

Academic Advisor Signature: _____ DATE: _____
(If Required)

Host Instructor Signature: _____ DATE:_____
(If Required)

Application for Transfer Course Work

1. This form must be completed **prior** to registering for the course at host institution.
2. Upon completion of the course, please request to have an official transcript sent to the UNE Registrar's Office. The transfer of credit(s) into UNE will not be processed until receipt of the official transcript.
3. Transfer credits must be earned from a regionally accredited institution with a minimum grade of "C-". Some restrictions may apply; refer to program descriptions in your major for further information.
4. The required signatures below approve content and course equivalency only. They do not verify the transfer institution is a regionally accredited institution. This is the student's responsibility.
5. A course taken at another institution will not affect the student's GPA or replace a graded UNE course.

Student's Name: _____ **Date:** _____

Personal Reference #: _____

Major: _____

Advisor: _____

For Office Use Only:

Update SHATRNS_____
Update SHATCKN_____
Updated By:_____
Date_____

I intend to take the following course at another institution:

Host Institution Title, Course Subject, and Number	Host Institution Credit	UNE Parallel Course Subject and Number	UNE Credit Equivalency

Name of Institution: _____

During the period of: _____
(Summer, Fall, Winter, or Spring, and Year)

Intended to Satisfy: (please check one)
__ Exploration __Creative Arts __ Advanced Studies __SGA
__ Major Requirement __ General Electives __ Other:_____

Are you taking this course at another institution to "replace" a course previously taken at UNE?

No_____ Yes_____ If Yes, please note that you will earn credits only for the transfer course. The grade from the course taken at UNE will count towards your GPA but those credits will be excluded.

Student's Signature: _____ **Date:** _____

Student's Advisor or Dept Chair Signature: _____ **Date:** _____

Dept Chair's Signature to Approve Equivalency: _____ **Date:** _____

The Dept Chair's signature is not required if the course is satisfying a general elective or is part of a Transfer Agreement with UNE. You can check for these courses at www.une.edu/admissions/undergrad/transfer.cfm.

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